



COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. PH-2008-05

Posting Date: January 31, 2008

JOB TITLE	<u>ENVIRONMENTAL HEALTH SPECIALIST III</u>
EXAM NUMBER	PH5672A
FILING DATES	February 01, 2008 - February 22, 2008
SALARY	\$4,377.91 - \$5,588.36 MONTHLY
POSITION INFORMATION	Performs specialized environmental health inspections and investigations of complex environmental health problems; or provides lead supervision to field staff who are enforcing environmental health and consumer protection laws by making inspections, initiating investigations and taking appropriate enforcement action.
ESSENTIAL JOB FUNCTIONS	Conducts periodic specialized technical field inspections and investigations of manufacturing, industrial, or other large scale facilities and institutions in such areas as food, water, sewage control, multiple housing and institutions, garment manufacturing, laundering facilities, public swimming facilities, water pollution control to determine compliance with relevant public health laws and regulations; waste collection, transfer or disposal facilities; completes reports of areas in violation; verifies the proper manufacture, storage, preparation and transportation of foods, ensuring process is free from contamination, adulteration or mislabeling; inspecting suspected food poisonings and other complaints; inspecting such facilities as hotels, motels, jails, mental institutions, multiple housing, and boarding homes for compliance with established environmental standards; approves plans for the construction of public swimming facilities and the installation and maintenance of facility equipment; ensures that portable water meets Federal, State, local, physical, chemical, and bacteriological standards; approves sewage disposal installations and inspecting water treatment, sewage disposal and water reclamation plants; conducts specialized testing procedures; meets with concerned parties from private industry and companies to provide current information on environmental procedures and public health laws, to discuss correction of deficiencies, to develop a corrective plan, and to obtain compliance through appropriate enforcement action; develops and implements staff development and training programs designed to provide Environmental Health staff with current information on environmental health procedures and public health laws, and to improve the quality of environmental health inspections, investigations and services to the public; performs administrative studies or analyses of public health laws and ordinances; provides technical direction to district environmental staff that are inspecting, investigating, and enforcing laws pertaining to environmental health and consumer protection; conducts special investigations or provides support in the resolution of the more difficult investigations; reviews the preparation of evidence for the prosecution of environmental health cases on non-compliance with public health laws and regulations; acts in the absence of the district Chief Environmental Health Specialist; responds to disasters and emergencies including, but not limited to, earthquakes, bioterrorism events, floods, fires, under the direction of the Department and the "Incident Command System"; conducts surveys and evaluations of facilities and business' to determine impact on public health; drives to and from various work locations within their geographically designated area of the County.
MINIMUM REQUIREMENTS	Two years' experience as a Registered Environmental Health Specialist for a health department. Physical Class: 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting

objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

Licenses: Certificate as a Registered Environmental Health Specialist issued by the California State Department of Public Health.

A valid California Class C Driver License is required to carry out job-related essential functions.

Special Requirement Information: Successful applicants for this examination will be required to obtain a copy of their driving record from the California State Department of Motor Vehicles before being hired. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

SPECIAL INFORMATION

Shift: Any Shift
Appointees may be required to work any shift including evenings, nights, weekends and holidays.

VACANCY INFORMATION

The Eligible Register resulting from this examination will be used to fill vacancies in the Department of Public Health, Environmental Health Division.

EXAMINATION CONTENT

This examination will consist of an interview weighted at 100%. The interview will assess experience, personal fitness, and general knowledge and ability to perform the duties of the position.

Applicants with disabilities who require special arrangements must provide the Examination Unit with advance notice.

Candidates must achieve a passing score of 70% or higher on the interview in order to be added to the Eligible List.

ELIGIBILITY INFORMATION

The names of the candidates receiving a passing grade on this examination will be added to the Eligible List and, unless appointed will appear in the order of their score group for a period of at least (12) twelve months following the date of eligibility.

**** IMPORTANT INFORMATION ****

APPLICATION INFORMATION

All applicants are required to submit a Standard Los Angeles County Employment Application. You have the option of filing your application either Hard Copy submission - OR- Online (via electronic submission). **Please select only one method to file your application.**

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically. Applications electronically received after 5:00 p.m., PST, on the last day of filing will not be accepted. **TO APPLY ONLINE GO TO:** <https://easier.co.la.ca.us>. This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (323) 890-7855 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission : A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m., beginning February 1, 2008 through February 22, 2008. A Standard County Employment Application can be found at: <http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements **at the time of filing**. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education

include the names and addresses of schools/colleges attended, titles of courses completed, dates completed and number of credits/units earned, degree(s) earned, dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, specific number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary, to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Department of Health Services
5555 Ferguson Drive, Room 200-01
City of Commerce, CA 90022
(323) 890-8488

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (323) 890-8474.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (323) 890-8474. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (323) 974-0911. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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